

**SUPERINTENDENT OF SCHOOLS**  
**FRANKLIN ADMINISTRATION BUILDING**  
**Thirteenth and K Streets, N. W.**  
**Washington 5, D. C.**

November 19, 1953

Mr. Vernon E. West  
Corporation Counsel, D. C.  
District Building, Room 329  
Washington 4, D. C.

Dear Mr. West:

In response to your request the following information is submitted:

The number of teaching positions filled as of October 23, 1953:

Division 1 (white schools) .....	1725
Division 2 (Negro schools) .....	1823
Total .....	3548

The total number of pupils enrolled in the public schools as of November 5, 1953:

Division 1 (white schools) .....	44,797
Division 2 (Negro schools) .....	58,961
Total .....	103,758

Separate lists of eligibles for teaching positions compiled from separate examinations are maintained for Division 1 (white schools) and Division 2 (Negro schools).

Sincerely yours,

/s/ Hobart M. Corning  
Hobart M. Corning  
Superintendent of Schools

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
RECREATION DEPARTMENT

3149 Sixteenth Street, N. W.

Washington 10, D. C.

November 23, 1953

Vernon E. West, Esq.  
Corporation Counsel, D. C.  
District Building  
Washington, D. C.

Dear Mr. West:

In reply to the inquiry from your office, we advise that our department conducted a twelve-session course in inter-group relations which terminated November 19, 1953.

This training program, organized by a staff committee, was given to 36 of our workers by the group-discussion technique, recognized as one of the more effective methods of inculcating this subject. The number was limited to 36 because it was felt that this was the maximum number that could be properly handled in one class by one instructor. In practice, this is perhaps too large a group for one teacher.

We believe that the twelve 2-hour sessions held during the six-week period did much to strengthen our workers' ability to administer an integrated program on our open units. The modification of attitudes which have prevailed over a long period of time usually requires a continuing program of training. In addition there must be a willingness on the part of our personnel to adapt themselves to the policies of the department. We believe the participants were receptive to the training and profited from it. Their training will continue on an informal basis through staff meetings, distribution of appropriate literature and discussions.

There were and are problems connected with the offering of such training to our personnel. Among these are financing, the time element, the matter of transportation, and

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the necessity of obtaining qualified experts to give the course. The first of these problems was solved for us through the generosity of eight organizations who paid the necessary expenses. These organizations were the National Conference of Christians and Jews, the Jewish Community Council of Greater Washington, the American Friends Service Committee, the Washington Interracial Workshop, the Washington Federation of Churches, the Catholic Interracial Council, the Washington Urban League and the Unitarian Fellowship for Social Justice.

To give the courses, the personnel had, of course, to be assembled in one place, and two alternatives were presented so far as time is concerned. Workers must either give their own time, or the employees must be relieved from the performance of their regular duties to take the courses in regular working hours. We adopted the latter.

So far as instructors are concerned, some six or eight qualified persons were located locally, but at least half-a-dozen experts in the field were imported to conduct parts of the program in this six-week course just completed.

We might mention that the Recreation Department has no funds with which to repeat the program on the same scale for other personnel of the Department to whom we would very much like to extend the training. For any future training, we shall attempt to recruit leadership from within our own organization or endeavor to obtain outside experts on a volunteer basis.

It is our view that the success of the non-segregated use of play areas is dependent to a large extent on the proper training of recreation directors.

We trust that this gives to you the information that you desire regarding our intergroup relations program.

Sincerely yours,

/s/ Milo F. Christiansen

Milo F. Christiansen

Superintendent of Recreation

**BOARD OF EDUCATION OF THE DISTRICT  
OF COLUMBIA**

**RULES FOR THE PUBLIC SCHOOLS**

**(With Revisions Thru November 1953)**

**CHAPTER VI**

**Boards of Examiners**

*Section 1.* 1 There shall be two boards of examiners; one for division 1 and one for division 2. There shall be a chief examiner for each of said boards.

2. The boards of examiners shall consist of the superintendent of schools and not less than four nor more than six members of the administrative, supervisory, or teaching staff of the white schools, for the white schools; and of the superintendent of schools and not less than four nor more than six members of the administrative, supervisory, or teaching staff of the colored schools, for the colored.

3. The chief examiners of the boards of examiners shall be members of their respective boards. The chief examiner in division 1 shall act as secretary, and shall be the chief administrative officer of the board of examiners for division 1. The chief examiner in division 2 shall act as secretary, and shall be the chief administrative officer of the board of examiners for division 2.

4. The respective boards of examiners shall prescribe and conduct such examinations as may be necessary to carry out the requirements of the law and the rules and orders of the Board of Education. The boards of examiners are authorized to secure the assistance of such directors, heads of departments, principals, teachers, and other persons as the boards of examiners may deem necessary. They shall examine applicants for positions for which examinations are required by law, by the rules and regulations of the Board of Education, or by the superintendent of schools.

5. The examinations conducted by the boards of examiners shall be designed to test the educational qualifications, knowledge, aptitude for the position sought, experience, and character of the applicant..

6. The boards of examiners shall originate and issue all such circulars of information and other printed or written matter concerning examinations as may be deemed necessary, copies of which shall be duly filed for record.

7. The ratings of both the written and oral examinations and of the supporting evidence required shall be made on a scale and in accordance with a plan determined by the respective boards of examiners and approved by the Board of Education.

8. The respective boards of examiners shall keep a permanent record of the standing of each candidate in each subject, including the oral examination, if held.

9. The respective boards of examiners shall report to the Board of Education, through the superintendent of schools, at the meeting next following the completion of any examination for which an eligible list is required, the names of the successful candidates arranged in order of rank, showing the total mark of each candidate. --

10. The respective boards of examiners shall issue licenses to successful candidates in a manner and form prescribed by the Board of Education. These licenses shall be valid for periods from date of issue as follows: for teachers of evening schools, teachers of summer schools, three years; for teachers of day schools, librarians, research assistants, counselors, census supervisors, child labor inspectors, attendance officers, first aid nurse assistants, two years; for annual substitutes, and clerks, one year.

11. Following the approval by the Board of Education of the list of successful candidates in any examination, the respective boards of examiners shall prepare and submit to the Board of Education for record an eligible list consisting

of the names of all persons who have successfully passed examinations, in which eligible lists are required, for the same position or in the same subject or subjects, and whose eligibility has not expired. The names of the successful candidates shall be arranged in order of rank in accordance with the total mark of each candidate, irrespective of the date of examination. The names of such persons thus arranged shall constitute an eligible list from which appointments shall be made in the manner provided in these rules.

12. The Board of Education may, on the recommendation of the superintendent of schools, remove from said eligible list the name of any person for failure to do satisfactory work as a substitute or temporary teacher, or for other sufficient cause.

13. The respective boards of examiners may make such regulations governing longevity placement in accordance with the Salary Act, and experience allowance in accordance with the Retirement Act, as said boards of examiners may deem necessary subject to the approval of the Board of Education.

14. The respective boards of examiners shall determine the amount of longevity placement to which teachers and other employees are entitled in accordance with their previous number of years of experience as prescribed by law and the rules and regulations of the Board of Education.

15. The respective boards of examiners shall determine the amount of credit experience to which teachers, officers, or other employees are entitled under the provisions of the Retirement Act.

16. The respective boards of examiners shall have control over and jurisdiction in all matters pertaining to the examinations required by law, or by the rules or orders of the Board of Education.

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## CHAPTER IX

Appointment, Reinstatement, Reappointment, Resignation,  
and Retirement of Employees

## I. Appointments

## Officers

*Section 1. \* \* \**

## Boards of Examiners

*Section 2. \* \* \**

## Teachers

*Section 3.* 1. The order of making appointments of teachers shall be as follows:

*First.* Teachers whose period of probationary appointment has expired and whose service while on probation has been satisfactory;

*Second.* Teachers eligible to reinstatement from authorized leave of absence with preferred right;

*Third.* Teachers eligible to reinstatement from authorized leave of absence without preferred right;

*Fourth.* Teachers who have been retired because of disability and whose recovery has been certified by the Health Department and who have not reached the retirement age;

*Fifth.* Former teachers who have previously resigned from the Washington schools who are eligible for reappointment under these rules;

*Sixth.* Persons on the appropriate eligible list as a result of passing competitive examinations.

2. No person shall be appointed a teacher in the schools of Washington who has not been certified by the board of examiners concerned for the position to which he is to be appointed.

3. Probationary appointments of teachers shall be made in the order of their rank on the respective eligible lists.

#### **Clerks and First Aid Nurse Assistants**

*Section 4. 1.* The order of making appointments of clerks and first aid nurse assistants shall be as follows:

*First.* Clerks and first aid nurse assistants whose period of probationary appointment has expired and whose service while on probation has been satisfactory;

*Second.* Clerks and first aid nurse assistants eligible to reinstatement from authorized leave of absence with preferred right;

*Third.* Clerks and first aid nurse assistants eligible to reinstatement from authorized leave of absence without preferred right;

*Fourth.* Clerks and first aid nurse assistants who are eligible for reappointment after resignation as provided for herein;

*Fifth.* Clerks and first aid nurse assistants on the appropriate eligible list as a result of passing competitive examinations conducted by the board of examiners concerned.